



KATHLEEN CONNELL  
Controller of the State of California

## Notice To Holders Of Unclaimed Property

September, 1999

### Electronic Funds Transfer Remittance

Effective with the November, 1999 report period, the Bureau of Unclaimed Property is providing the ability to remit unclaimed property by Automated Clearinghouse Debit (ACH Debit) and Automated Clearinghouse Credit (ACH Credit), in addition to Federal Reserve Wire Transfer (Fedwire). Per Code of Civil Procedure (CCP) Section 1532, holders remitting unclaimed property to the State Controller in an amount of \$20,000 or greater, are required to remit by EFT pursuant to regulations adopted by the Controller.

All options for remitting electronically will be available by October 1, 1999. Failure to electronically remit unclaimed property may result in the holder incurring a liability for a civil penalty of 2% of the amount of the unclaimed property remittance, per CCP Section 1532(e).

In order to remit electronically, holders are required to complete and return *Authorization Agreement For Electronic Funds Transfer*, SCO EFT-1 (9/99), to the Bureau of Unclaimed Property's EFT Unit. Upon receipt of the authorization form, the EFT Unit will approve the authorization agreement and return it to the holder. For the November, 1999 report year, holders should submit the *Authorization Agreement For Electronic Funds Transfer* to the Bureau of Unclaimed Property no later than October 15, 1999. The Bureau will return the approved Agreement within 5 business days from the date received. If holders have not received the approved Agreement by the time that they wish to remit, they should call the Bureau's EFT Unit.

### Internet

The *Electronic Funds Transfer Information Guide* will be available on the Internet at [www.sco.ca.gov](http://www.sco.ca.gov) listed under Unclaimed Property Publications. To order a paper copy of the Guide, complete the order form on the reverse side of this notice, and return it along with a check. Prior to remitting unclaimed property and filing your reports, each organization should review the law and the EFT remitting instructions to ensure that all requirements are understood. Questions regarding the EFT remitting process may be directed to the Management Information and Accounting Systems Unit – EFT Unit at (916) 324-0360.

California State Controller's Office

UNCLAIMED PROPERTY PUBLICATIONS  
AND SOFTWARE PROGRAM ORDER FORM

Please mark the box next to the desired publication.

	<u>Publication</u>	<u>Price</u>
<input type="checkbox"/>	<i>Unclaimed Property Law and Regulations</i>	<b>\$25.00</b>
<input type="checkbox"/>	<i>Reporting Instructions for Holders of Unclaimed Property</i>	<b>\$25.00</b>
<input type="checkbox"/>	<i>Magnetic Media Reporting Instructions for Holders of Unclaimed Property</i>	<b>\$25.00</b>
<input type="checkbox"/>	<i>Diskette Reporting Program for Holders of Unclaimed Property (includes Diskette Reporting Program, Version 5.0)</i>	<b>\$25.00</b>
<input type="checkbox"/>	<i>Electronic Funds Transfer Information Guide</i>	<b>\$25.00</b>

Mail your check payable to **Controller of the State of California**. Send with the completed order form to:

Kathleen Connell, State Controller  
Division of Collections  
Accounting Unit, Publications  
P.O. Box 942850  
Sacramento, CA 94250-5873

Please indicate the name and address of your business for delivery of the publications.

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone#: (\_\_\_\_) \_\_\_\_\_

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**AUTHORIZATION AGREEMENT FOR  
ELECTRONIC FUNDS TRANSFER (EFT)**
**OFFICE OF THE STATE CONTROLLER**

(See Instructions On Reverse Side)

**SECTION I**

Please Check Appropriate Box(es):

- ☐ New EFT Account  
☐ Change EFT Remittance Method  
☐ Change Bank Account  
☐ Change in EFT Contact Person or Phone Number

**HOLDER INFORMATION**

EFT-FEDERAL EMPLOYER ID#:										BRANCH NUMBER:														
NAME:																								
ADDRESS:																								
UNCLAIMED PROPERTY HOLDER TYPE CODE:										TELEPHONE: (				)					-					

**REMITTER INFORMATION (If different from holder)**

NAME:																														
ADDRESS:																														
TELEPHONE: (																					)					-				

**EFT CONTACT INFORMATION**

NAME:																														
TELEPHONE: (																					)					-				

Complete Section II, III, or IV Below:

**SECTION II**☐ **ACH DEBIT**

This method allows you to transfer funds to the Office of the State Controller electronically by debiting an account you control in a financial institution for the amount that you report to the state's data collection service. You will have control through your personal security code of your choice. You will receive a reference number, for your records, that will show the transfer of money. THIS REFERENCE NUMBER MUST BE NOTED ON YOUR UNCLAIMED PROPERTY REPORT FORM USF-1 IN THE UPPER LEFT-HAND CORNER, OR ON ANY OTHER DOCUMENTS SUBMITTED.

BANK NAME:																		Method of Communication: ( Check One )																																			
BANK ACCOUNT NUMBER (NOT TO EXCEED 17 DIGITS):																																																					
																		<input type="checkbox"/>	Telephone - Voice																																		
TRANSIT AND ROUTING NUMBER:																												<input type="checkbox"/>	Telephone - Touch-Tone																								
TYPE OF ACCOUNT:																																																					
<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS																																																					
SIGNATURE:																		TITLE:																		DATE:																	

**IMPORTANT:**

If you have selected ACH Debit option, you must attach a voided check for the account to be debited. Your voided check will verify bank account, transit and routing numbers.

**SECTION III**☐ **ACH CREDIT**

This method allows you to transfer funds by instructing your ACH participating financial institution to debit your account and credit the Office of the State Controller's bank account. These remittances must be in NACHA CCD + format using the Tax Payment Convention (TXP) and may only be initiated for the EFT remittances to the Office of the State Controller.

SIGNATURE:																		TITLE:																		DATE:																	
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Return to: State Controller's Office, Division of Collections, Bureau of Unclaimed Property  
 P.O. Box 942850, Sacramento, CA 94250-5873, Attention: EFT Unit  
 For EFT assistance call (916) 324-0360

## SECTION IV

## OFFICE OF THE STATE CONTROLLER

☐ **FEDWIRE**

This method allows you to originate a transaction utilizing the national electronic payment system to transfer funds through federal reserve banks, whereby the holder debits their own bank account and credits the state's bank account.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ **INTERNATIONAL FUNDS TRANSFER**

This method allows you to originate a transaction utilizing the international electronic payment system to transfer funds through federal reserve banks, whereby the holder debits their own bank account and credits the state's bank account.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE EFT AUTHORIZATION AGREEMENT FORM****GENERAL**

Please type or print clearly. Return to the Office of the State Controller at the address shown on the front of this form. Retain a copy for your file before mailing.

**SECTION I**

COMPLETE ALL APPLICABLE FIELDS.

**SECTION II, III AND IV**

COMPLETE **ONE** OF THESE SECTIONS:

Complete Section II if you select ACH Debit, Section III if you select ACH Credit, and Section IV if you choose Fedwire or International Funds Transfer. After making your decision, please check the appropriate box and complete every block of information for the method selected.

If the ACH Debit method is chosen, a voided check must be attached to the completed authorization agreement. Your voided check will verify bank account and transit routing numbers.

The example of a voided check, shown below, indicates where to locate the transit routing number for your bank and your bank account number. Remember to mark the word "void" across the face of the check that you return with the authorization agreement.

ABC BUSINESS	1044
1234 Boomtown	
Anytown, CA	19
Pay to the Order of _____	\$ _____
	DOLLARS
Anywhere Bank	
U.S.A.	
Memo _____	Not Negotiable
(1) 1:13340456 (2) 1:1234561304 111 (3) 1044	

- (1) Routing Transit Number  
(Required 9 digits)
- (2) Bank Account Number  
(Not to exceed 17 digits)
- (3) Check Number

**FOR USE OF THE OFFICE OF THE STATE CONTROLLER ONLY**

Your enrollment in the State Controller's EFT program has been approved to commence on \_\_\_\_\_.  
(Date)

The method of remittance is:

☐ ACH Debit      ☐ ACH Credit      ☐ FedWire      ☐ International Funds Transfer

Bureau of Unclaimed Property

by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone